

**CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

Thursday, May 13, 2004 at 5:30 p.m.

**Hayward City Hall
777 B Street
Conference Room 2A**

AGENDA

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS *(Note: THE PUBLIC COMMENTS section provides an opportunity for citizens to address the Personnel and Affirmative Action Commission on items not listed on the agenda. The Commission welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to staff.)*

APPROVAL OF MINUTES

1. Approval of minutes for meeting of April 8, 2004 (Action)

REPORTS

2. City Council Liaison (Information)

NEW BUSINESS

3. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Laborer, (2002)
 - b) Police Identification Specialist, (2001)
4. Adoption of Class Specification, (Action)
 - a) Facilities Electrician I/II, (revision)

Beth Perrin-Scales
Human Resources Director

Personnel and Affirmative Action Commission minutes are available on audiocassette upon request in compliance with the Americans with Disabilities Act of 1990. Requests may be made by contacting the Human Resources Department at (510) 583-4500 or TDD (510) 247-3340.

CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION
777 "B" Street
Hayward, California 94541-5007

MINUTES

April 8, 2004

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at **5:30 p.m., on Thursday, April 8, 2004** in conference room 2A, City Hall, 777 B Street, Hayward by Chairperson Kathleen Booth. Pledge of Allegiance was led by Freddy Davis.

VISITORS

Ann Daniels

HUMAN RESOURCES DEPARTMENT STAFF

Beth Perrin-Scales, Human Resources Director

Sonja Turner, Administrative Secretary (Confidential)

CITY COUNCIL

Olden Henson, absent

ABSENT

Commissioner Joyce Dobro

Attendance	Present This Meeting	<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>	
		Present to Date	Absent to Date	Present to Date	Absent to Date
		This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.
Kathleen Booth (chair)*	X	6	0	1	0
Freddy M. Davis	X	6	0	1	0
Joyce Dobro (vice-chair)*	0	4	2	1	0
Latricia Earley	X	6	0	1	0
Carol Johnson	X	6	0	1	0
Johnnie Lacy	X	5	1	1	0
Wade Owen Winblad	X	6	0	1	0

X = present

0 = absent

*Appointed July 1999

PUBLIC COMMENTS

Commissioner Davis announced that the NAACP will be hosting a celebration of the 50th Anniversary of Brown versus the Board of Education at Chabot College, Building 1300 on Sunday, May 9, 2004 from 2 to 4 p.m. There will be no charge and everybody is welcome.

APPROVAL OF MINUTES

1. Approval of minutes for the regular meeting of March 11, 2004; (Action)

Minutes were approved with correction to the visitor's name spelling:
(Davis/Johnson); (6-0-0)

REPORTS

2. City Council Liaison, Olden Henson, (Information)
Council Member Henson was absent.

NEW BUSINESS

3. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Police Officer Lateral, (2004)
 - b) WPCF Maintenance Supervisor, (new)
 - c) WPCF Operations Supervisor, (new)

Moved to approve New Eligible Registers: (Johnson/Davis); (6-0-0)

4. Extension of Eligible Register, (Action)
 - a) Crime Prevention Specialist (2nd extension, 6 months)

Moved to approve Extension of Eligible Register, (Lacy/Earley); (6-0-0)

There being no further business, the meeting was adjourned at 6:10 p.m.

The next regularly held meeting will be Thursday, May 13, 2004 at 5:30 p.m. in conference room 2A , 2nd floor of Hayward City Hall.

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